110958 11 September 1958

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MEMORANDUM FOR;

Chief, Records Management Staff

FROM

Chief, Records Center

SUBJECT

Disposition of Records From Medical Staff

Enclosed is a list reflecting the records disposition activity of Medical Staff. / In checking the records accessioned with the disposition instructions of the current Records Control Schedule, there are several items that require special mention.

> The schedule calls for records to be retired to the Center under items number 8, 44, 45c, 50, and 68; however, no accessions have been made to date.

(2) The schedule does not call for records identified under items number 6 and 66 to be retired to the Center. Possibly the disposition instructions should be changed to include their retirement.

Under item 45a, it shows the transfer of 34 cupic feet. This was a result of a change in operational policy in Medical Staff. At one time we were leaving space in the containers for additional folders. However, a better control system was developed in Medical whereas the folders were controlled by an index. This job was contracted and a savings of 34 cubic feet was realized.

The 16 cubic feet transferred was returned to

Medical in July 1953 per their request. # 8 Had been Jamesop with the Suly fire the retired. \$50 lemmal amount communitation for the transfer.

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